

Case Upload Breakout Session Notes
from the
ECF Best Practices Forum
held on
January 31, 2003 in Omaha, Nebraska
February 7, 2003 in Lincoln, Nebraska
March 21, 2003 in North Platte, Nebraska

1. Presenter: John Turco, local Omaha attorney for Omaha and Lincoln Breakout Sessions

Disclaimer: *The court does not recommend any particular software for use with the CM/ECF system. The software used by Mr. Turco when presenting information on the “case upload” procedure was software of his choice for use in the demonstration. An attorney planning to use the case upload option should do independent investigation of software packages.*

Presenter: Laura Coyle & Patty Scheibelhofer, Clerk’s Office for North Platte Breakout Sessions

2. Purpose of the Case Upload Breakout Session:

The Case Upload module for the Bankruptcy CM/ECF system allows an attorney to use the documents created by petition preparation software packages to file new cases. Information entered into the petition preparation software is automatically entered into the CM/ECF system when using this module. What does this mean to the external user? No redundant entering of information, less margin for error and less time taken to file a new case.

3. Overview of Case Upload Breakout Session:

John looked at about 20 different petition preparation software products. He was looking for something stable and well supported. He downloaded demo copies of several of them and chose Best Case because it was the most stable in his personal opinion. In other words, he has not had network or

workstation lockups with Best Case. He worked with others and some were not nearly as stable. He has owned other packages and did not like them as well as Best Case.

When the Omaha session was held, there were only two software packages that worked with the Nebraska Bankruptcy Court - Best Case and EZ Filing. By the time the Lincoln session was held, there were six software packages that worked with the Nebraska Bankruptcy Court – Best Case, EZ Filing, Bankruptcy 2003, FreshStart Seven, Chapter 7..13 and Bankruptcy Pro. In order for a software package to work with the court, it must be customized and tested with the court's database. The most recent listing of software packages compatible with the Nebraska ECF system can be viewed on the Court's website at www.neb.uscourts.gov Select CM/ECF, under General Information, select Bankruptcy Preparation Software Packages. There are currently eight packages (as of 3/19/03) that worked with our court.

Mr. Turco briefly showed how information is entered into his petition preparation software package and how this software creates files needed for the court's ECF system. He pointed out that there are three ways to get the information into the court's database: 1) log into the court's site and manually enter the case information; 2) use the case upload module in ECF with the files created from your petition preparation software package; 3) use the one touch feature in the Best Case software.

Option one – log into the court's site and manually enter the case information:

connect to court's database

Log in to the court's ECF site

Select bankruptcy

Select open a new case (manually)

Manually select office, chapter, etc

Manually enter case info (must be exactly like it is on the petition - i.e.: Joe vs Joseph)

Manually enter parties, co-debtor, sard info, select pdf file from your computer, credit card info

Submit

The receipt appears on the screen with the case number

Option two – use case upload with your petition preparation software package files:

(This option eliminated errors because you use the information from your software & select your pdf files.)

Log in to the court's ECF site

Select bankruptcy

Select case upload (presently works with eight software packages)

Browse for debtor.txt file, petition file, matrix file (files created by your software)

Ignore plan information (No program is compatible with our plan.)

Click Next and the case is filed – the receipt and case number are displayed.

Option three – use the one touch feature in Best Case:

(uses information entered into Best Case)

No need to log into the court's database

Press the one touch button

Enter your user id and password for ECF

It automatically logs into the court's database and files the case
The case number pops up
It puts the case #into the voluntary petition and gives you a receipt

4. Miscellaneous information about Best Case:

You can view any information in the ECF Manager tab and modify it.

Best Case has a duplicate safety feature. If you try to file a case again, it will say that the case number has already been assigned for this case and questions you whether you want to file again or not.

Updates to software – when you file a case electronically, it checks the Best Case site to see if you have the latest version of the software. If something new is available, it will prompt you to update to the latest version automatically. On a network, the software is loaded on the server and the workstation points to it. It updates the network version.

Additional docs tab – you can create your own documents in Word Perfect or Word and merge the data into Best Case. The document is then customizable. Same thing is true of the matrix – you can print out the matrix in either the matrix format or directly to labels.

You can create local forms (i.e.: proof of claims) in Best Case. The court no longer provides creditors with a proof of claim form for chapter 13 cases. The creditors have to get the form themselves. If someone calls John, he will create the form in Best Case and send it to them.

Backup feature – Best Case has a backup feature which takes about 3to 4 minutes to backup information on all cases in the system.

John spoke a bit about other petition preparation software packages. There are a lot of software packages out there but he thinks Best Case made an enormous difference in his practice.

5. Miscellaneous information and questions:

Attorneys will still need to purchase Adobe because they may need to create something in pdf or scan it.

John prints out all new case information and has his client review and sign them. Attorney must keep original signature so he keeps these copies on file.

Question: How do I get a notice for suggestion in bankruptcy?

Answer: John uses Best Case and creates a merge document, attaching the electronic receipt to it.

Question: Has anyone asked for a color seal.
Answer: John has not had anyone ask for it yet. No one has challenged it because the 128 digit code is the receipt.

Question: Will Best Case save the information under the name of the debtor?
Answer: Yes, it is a very smart program.

Question: Will there be an e-mail notice sent out from the court when you use case upload?
Answer: Yes, definitely.

Question: Does case upload accept the document if more than 35 to 40 pages are in the document?
Answer: Don't take a chance. Break the document up and file it manually if your petition is that large.

Question: Can the one touch feature in Best Case be used if I am only filing the petition?
Answer: It can only be used if you are filing a complete petition. File manually if you are not filing the schedules with the plan.